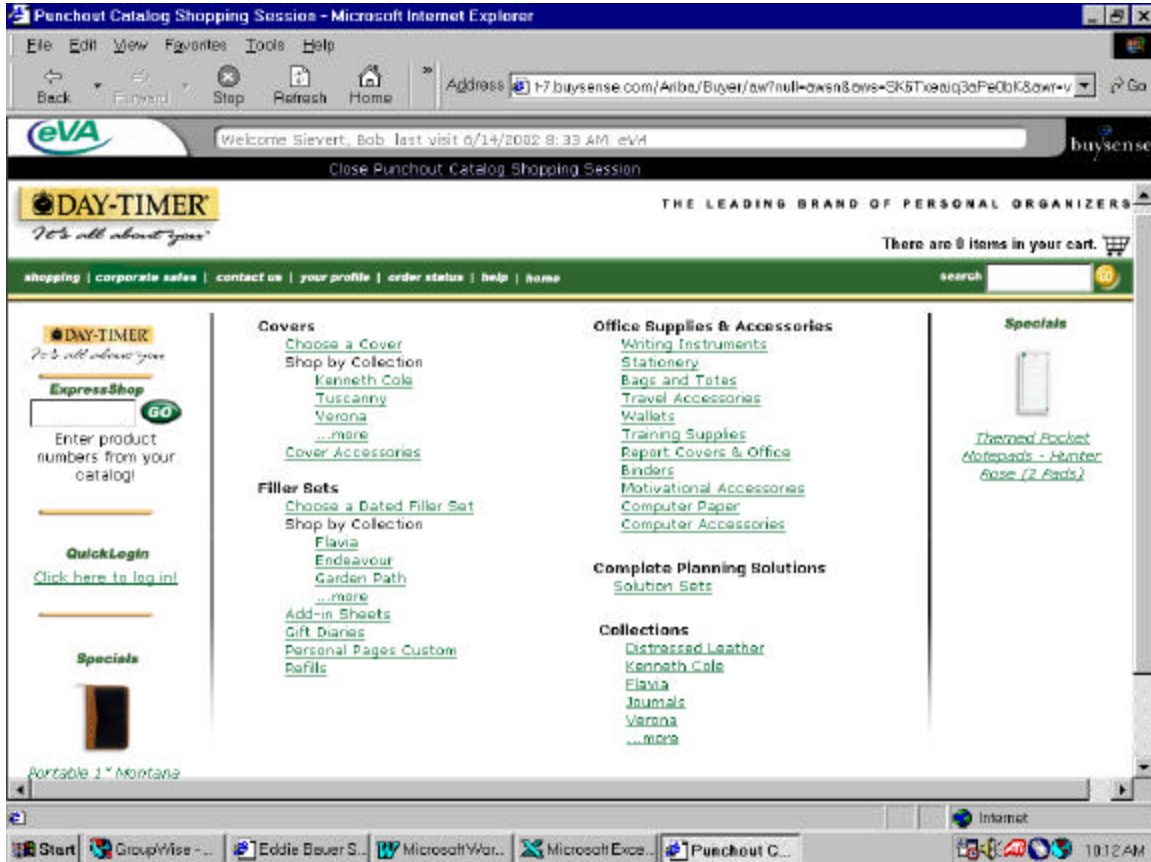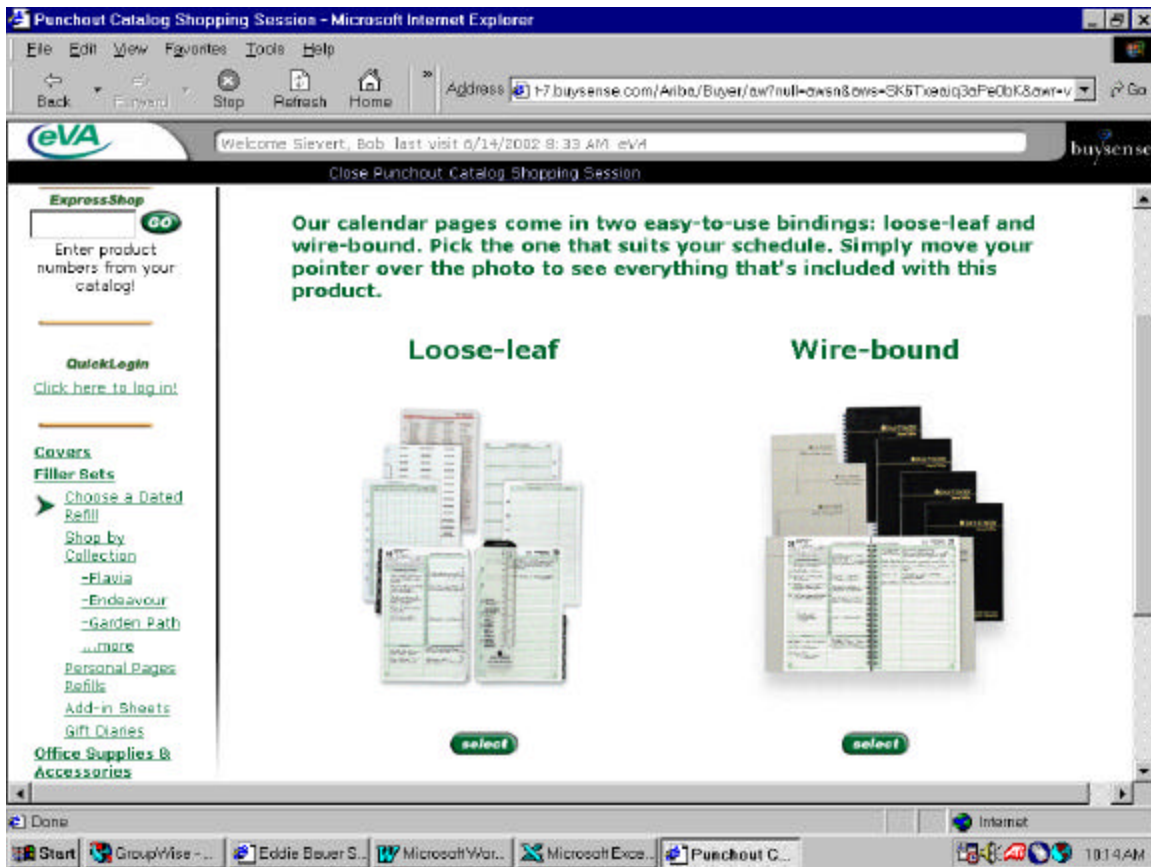# Navigational Instructions - Day-Timer Punchout Catalog

After **clicking** *Buy from Supplier* for the Day-Timer Catalog you should see the Day-Timer Catalog Center. From this page you can browse products, get information on products, search products, contact customer support, and express shop.

For this example we will shop for 'Dated Filler Sets'. **Click** *Choose a Dated Filler Set.*

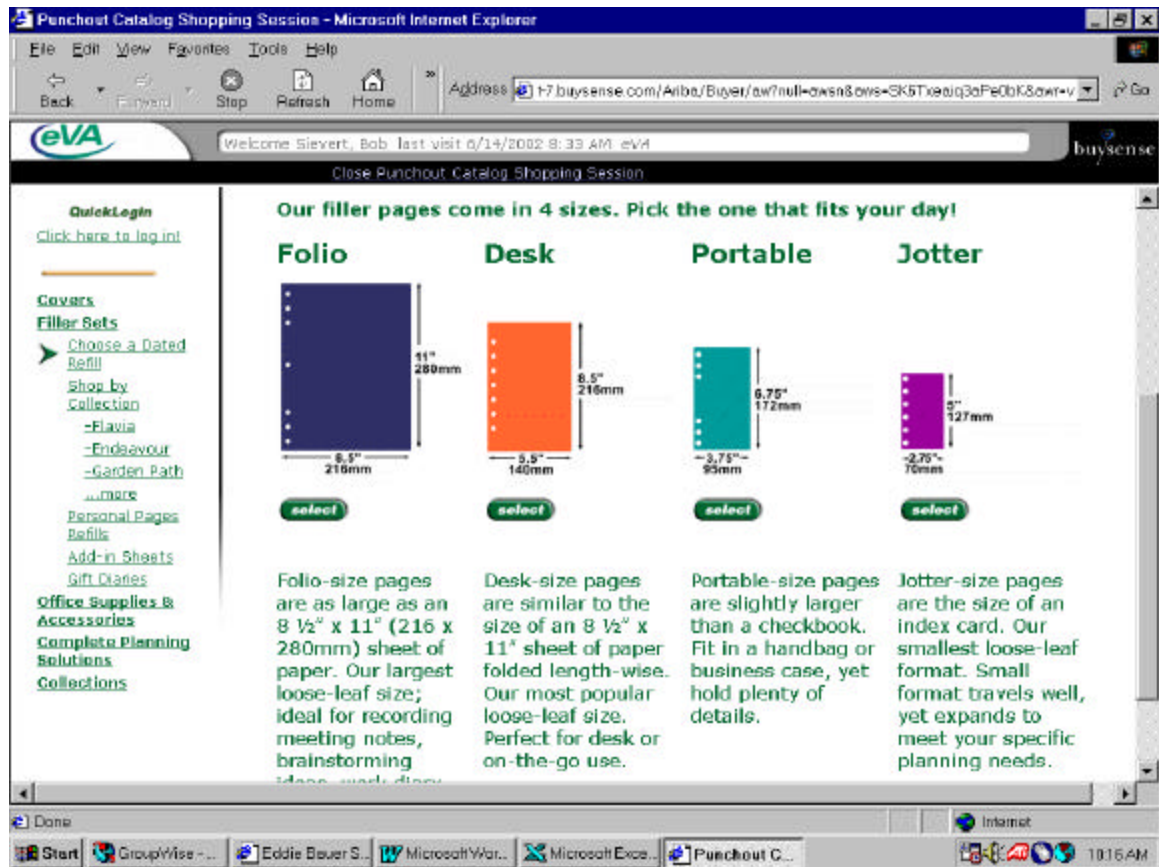# Navigational Instructions - Day-Timer Punchout Catalog

You would now be on the 'Choose a Filler Set' page were you can customize your order.

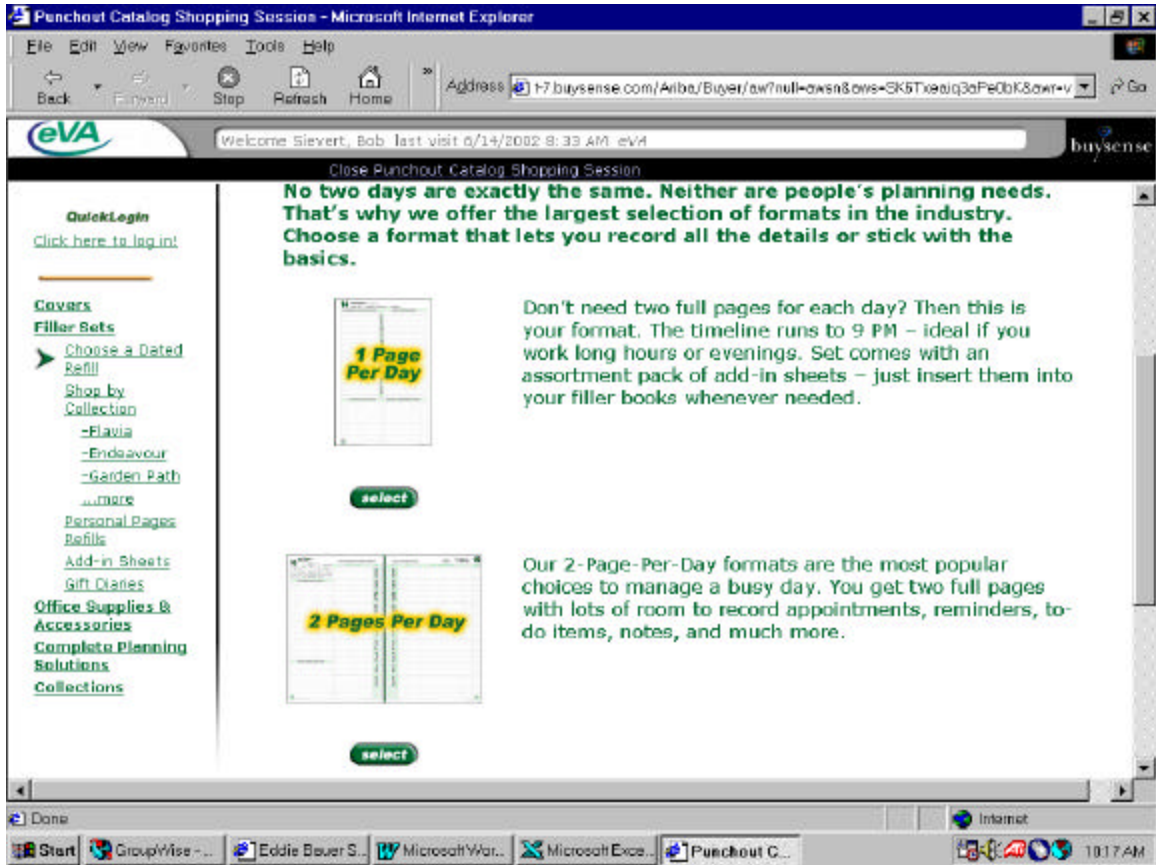For this example let's **click** *Select* under the category 'Loose-leaf'*.*

Further customize your selected product.

For this example we'll **click** *select* under the Portable style pages.
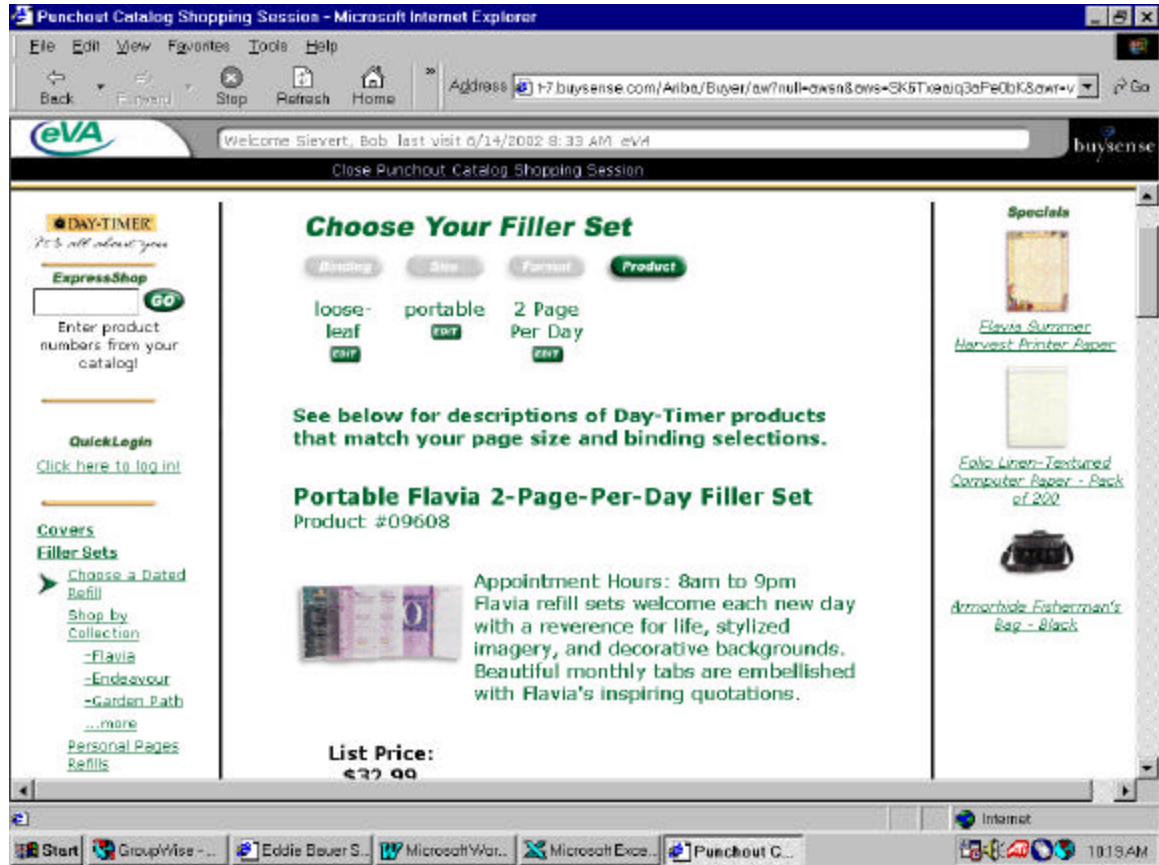
Navigational Instructions - Day-Timer Punchout Catalog

This product can be further customized. Make sure to **scroll** through the page to see all the choices available.

For this example we'll **click** *select* under the choice for '2 Pages Per Day'.
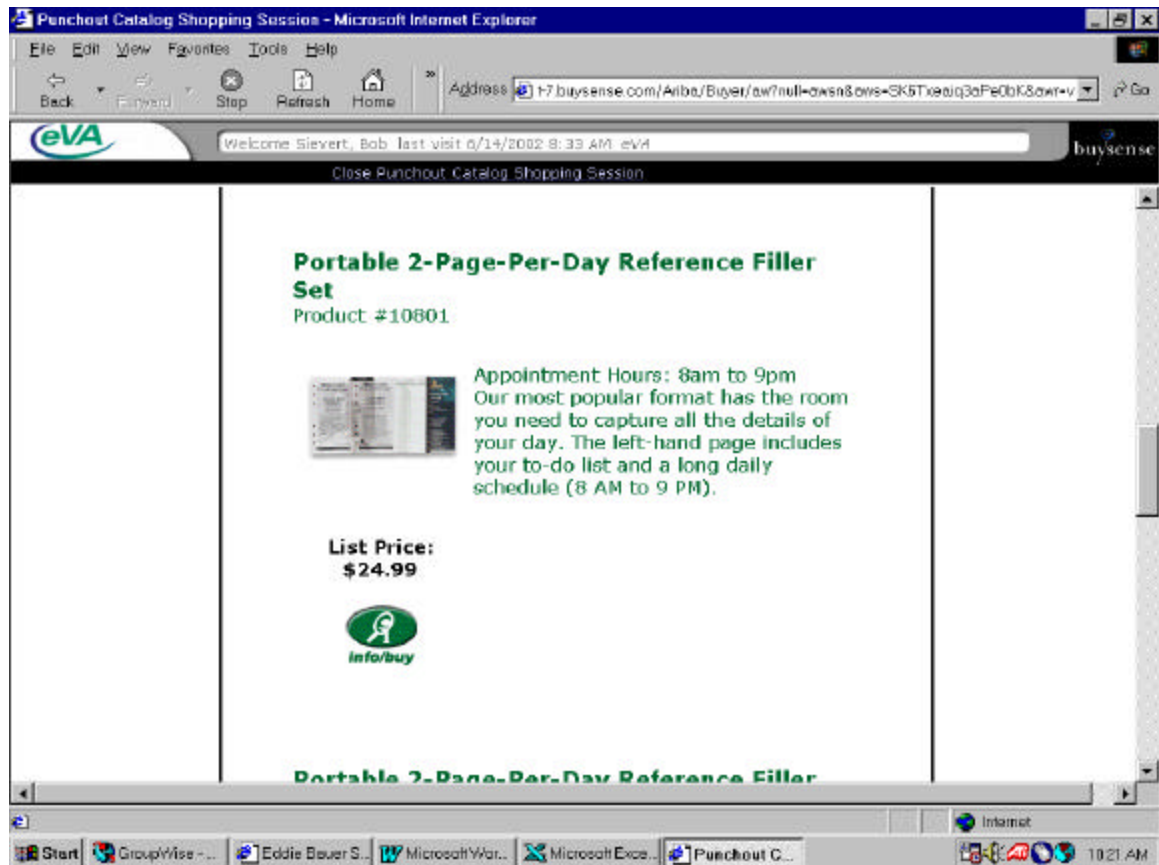
Navigational Instructions - Day-Timer Punchout Catalog

You'll notice that the site keeps a tab at the top of the page of our prior selections. Scroll down too see all the choices on this page.
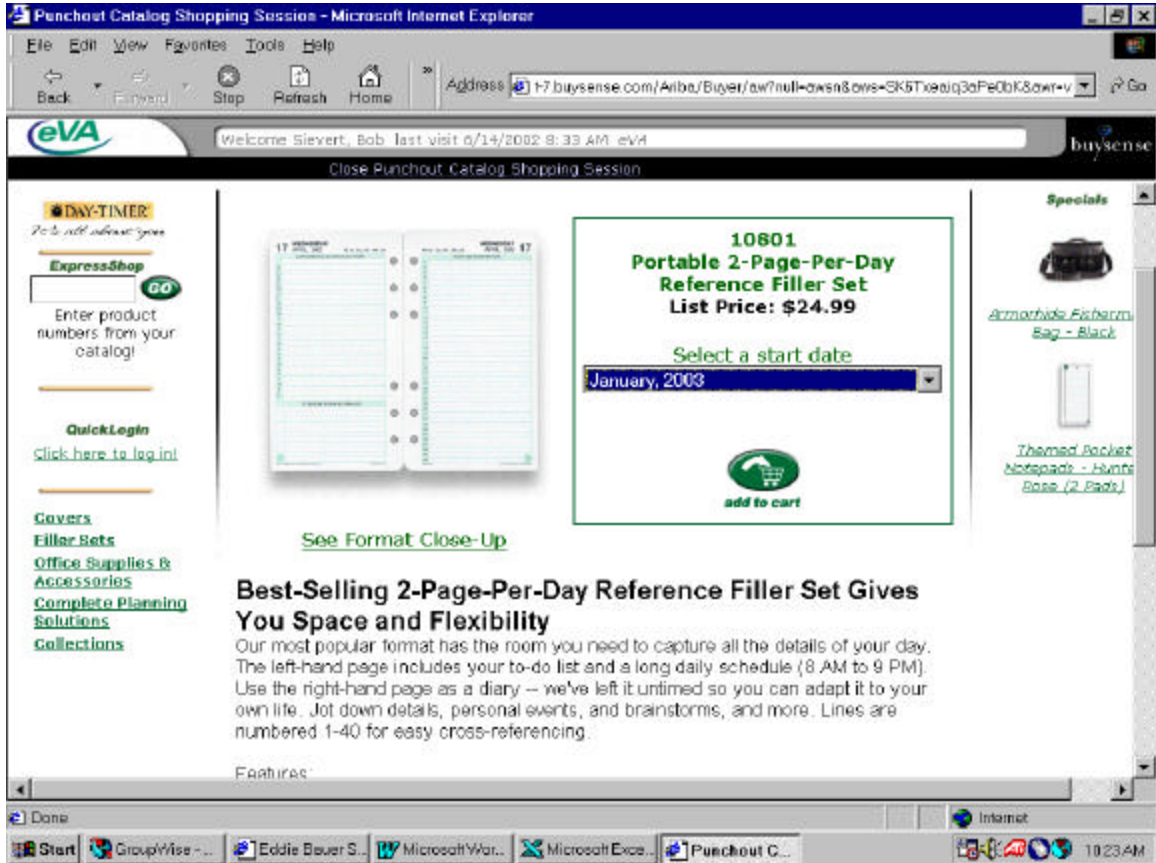
For this example let's **scroll** down the page.

We are going to choose the 'Portable 2-Page-Per-Day Reference Filler Set'.
Click *Info/buy* to continue.

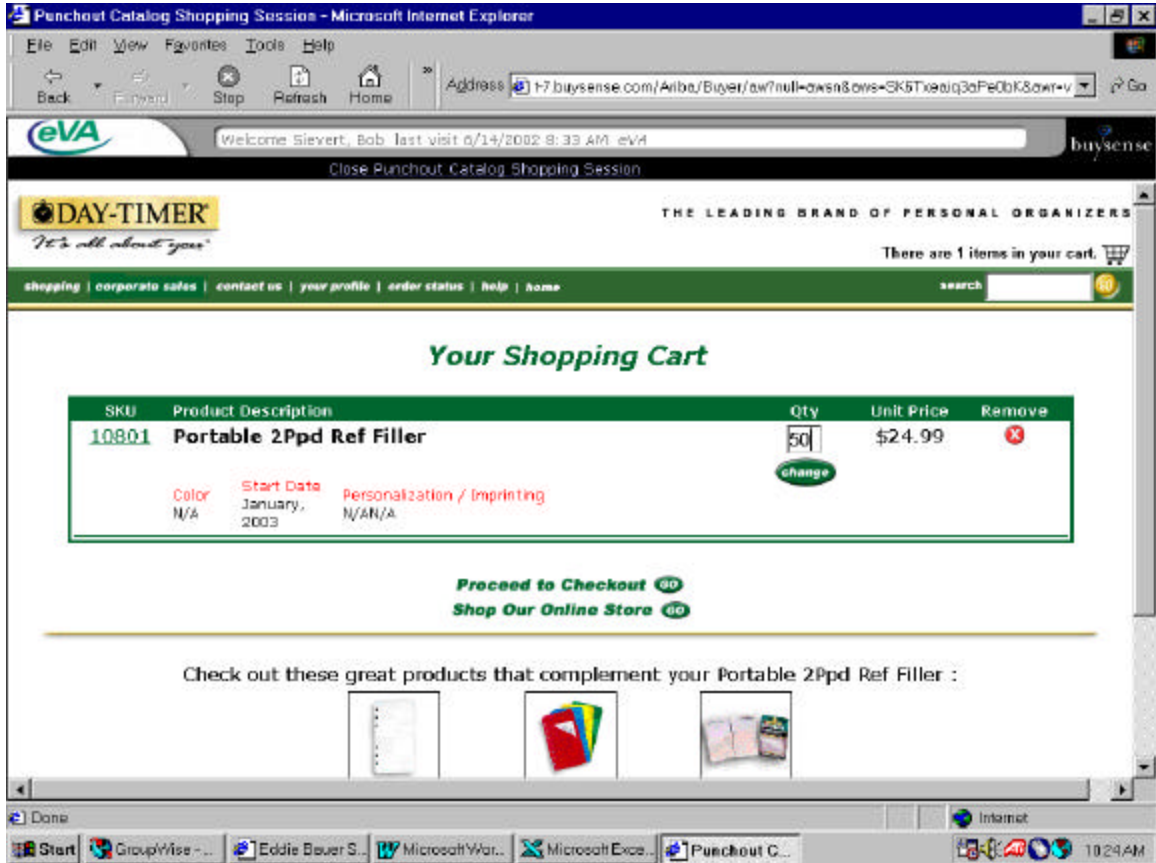# Navigational Instructions - Day-Timer Punchout Catalog

You should now be on a summary of your item.

Select a start date for your calendar from the drop down and **click** *add to cart.*

<u>Navigational Instructions - Day-Timer Punchout Catalog</u>
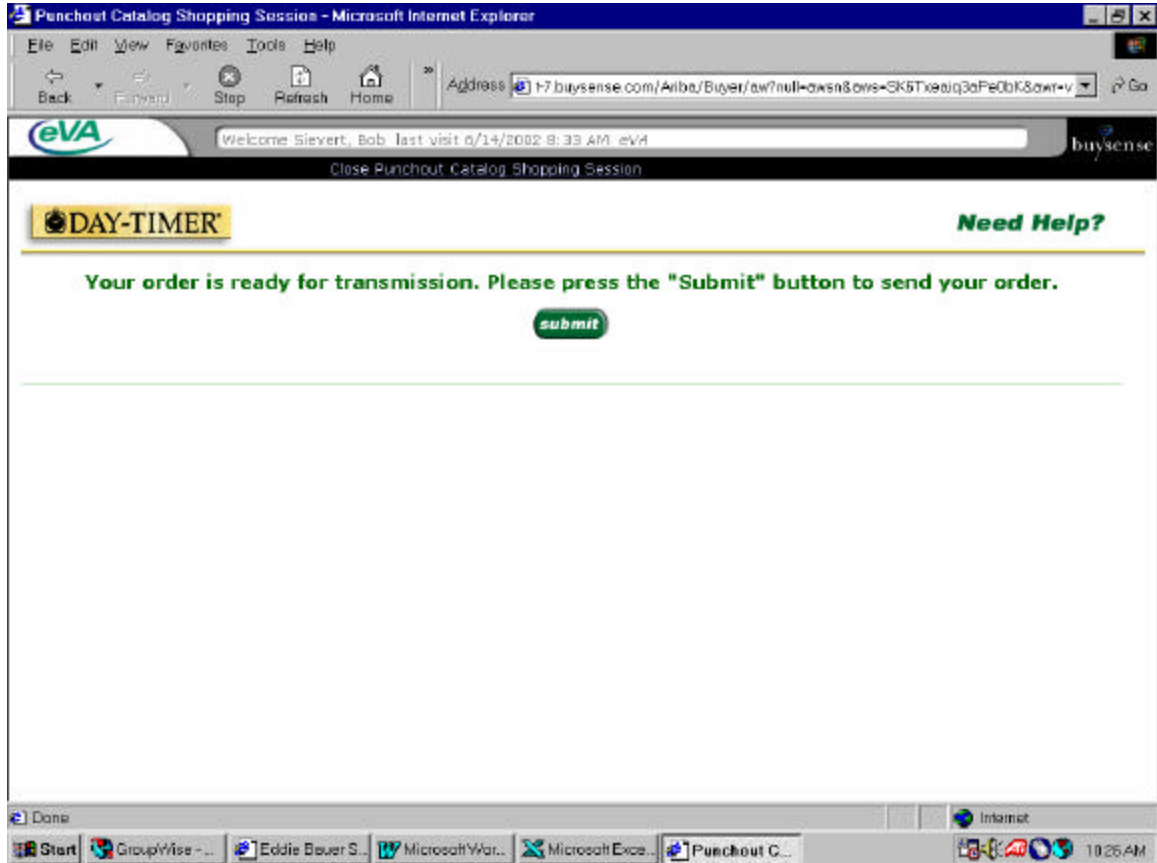
You should now be on the Shopping Cart page.

Change your quantity from this page (if needed). You can continue shopping from this page as well. For this example let's checkout. Next to the words 'Proceed to Checkout' **click** *GO.*

Navigational Instructions - Day-Timer Punchout Catalog

You should now be on the order confirmation screen.

Click *submit.*

Navigational Instructions - Day-Timer Punchout Catalog

You should now be returned to the eVA - 'View Line Items' page where you can check your line items for accuracy and continue with your requisition.